

ADMINISTRATIVE NOTES

U. S. GOVERNMENT PRINTING OFFICE
SUPERINTENDENT OF DOCUMENTS
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

Vol. 2, No. 12

October 1981

STATE PLANS FOR DOCUMENTS

The 1981 Spring and Fall meetings of the Depository Library Council to the Public Printer gave considerable attention to the subject of state plans for documents. The Spring meeting saw Council pass a resolution asking the Public Printer to "investigate the feasibility of requiring each state to prepare a plan to coordinate the Federal Documents Depository Program within that state." In his response to this resolution at the Fall meeting, the Public Printer stated: "We wish to go on record as encouraging depositories in states that have need of such plans to undertake them." At the Fall meeting the Council passed a new resolution which "recommends that the Public Printer proceed to encourage the development of state plans for the Federal Depository Program."

The Office of Superintendent of Documents has begun taking steps to respond to this request. We have included with this issue of ADMINISTRATIVE NOTES some informational materials relating to state plans: (1) copy of a letter from the Superintendent of Documents to the Chief Officers of State Library Agencies; (2) "An Outline of Elements to be Addressed/Considered for a State Plan;" (3) the "Final State Plan for the Coordination of GPO's Federal Depository Program in Missouri;" and (4) the draft "New Jersey State Plan for Federal Documents Depository Library System."

Anyone Desiring further information on state plans may contact the three Depository Library Council members mentioned in the letter, or drop a note to: U.S. Government Printing Office, Library Division, ATTENTION: Dan MacGilvray, 5236 Eisenhower Avenue, Alexandria, Virginia 22304.

WATCH FOR SEPARATE SHIPMENTS OF BILLS

Beginning with Shipment Number 12 of House and Senate Bills in micro-fiche format, the contractor will be sending these directly to depositories. This measure is expected to provide prompter service. Watch for this shipment during the week of October 19-23, 1981.

CENSUS ERROR DETECTED

Census has brought to our attention an error appearing on microfiche produced by them under contract. These fiche have gone to depositories in the class C 3.24/3: with headers that read "U.S. Bureau of the Census, 1977 Census of Manufactures, Industry Area Series..." The Bureau of the Census will correct this in subsequent fiche by changing the word "Industry" to "Geographic." However, fiche with the errors will not be reissued. In the LIST OF CLASSES, the class is correctly listed as the "State series." Shipping list numbers on which these fiche have appeared are as follows by states:

AL	16,242	7/23/81	KY	16,274	8/3/81	ND	16,247	7/24/81
AK	16,238	7/23/81	LA	16,276	8/4/81	OH	16,238	7/23/81
AZ	16,251	7/27/81	ME	16,247	7/24/81	OR	16,259	7/29/81
AR	16,240	7/23/81	MD	16,274	8/3/81	PA	16,252	7/27/81
CA	16,345	8/19/81	MA	16,269	7/31/81	RI	16,252	7/27/81
CO	16,240	7/23/81	MI	16,259	7/29/81	SD	16,074	6/11/81
CT	16,238	7/23/81	MN	16,268	7/31/81	TN	16,240	7/23/81
DE	16,347	8/20/81	MS	16,278	8/4/81	TX	16,074	6/11/81
DC	16,240	7/23/81	MO	16,257	7/28/81	UT	16,074	6/11/81
FL	16,351	8/20/81	NE	16,242	7/23/81	VT	16,251	7/27/81
GA	16,347	8/20/81	NV	16,088	6/16/81	VA	16,257	6/28/81
HI	16,240	7/23/81	NH	16,242	7/23/81	WA	16,240	7/23/81
ID	16,238	7/23/81	NJ	16,256	7/28/81	WV	16,252	7/27/81
IL	16,238	7/23/81	NM	16,268	7/31/81	WI	16,240	7/23/81
IA	16,299	8/10/81	NY	16,256	7/28/81	WY	16,238	7/23/81
KS	16,271	8/3/81	NC	16,242	7/23/81			

CENSUS UPDATE

Latest news is that GPO will distribute to depository libraries four major series as follows: BLOCK STATISTICS - reports and maps in microfiche; CENSUS TRACTS - Reports in your selection of microfiche or paper, maps in paper; DETAILED POPULATION CHARACTERISTICS - in microfiche; METROPOLITAN HOUSING CHARACTERISTICS - in microfiche. SUMMARY TAPE FILES (STF-1) will be distributed in microfiche. At this time it appears that most other Census materials will be distributed to depositories in microfiche only. TENTATIVE RELEASE DATES listed in ADMINISTRATIVE NOTES, volume 2, number 8, June 1981, still apply.

LIBRARY OF CONGRESS QUESTIONNAIRE

The Library of Congress advises GPO that in the LIBRARY OF CONGRESS SUBJECT HEADINGS, January-September 1980 Supplement, asterisks were omitted. LC does not plan to reissue the Supplement. We are attaching to ADMINISTRATIVE NOTES LC's explanation along with a brief questionnaire for the depositories which use the LIBRARY OF CONGRESS SUBJECT HEADINGS.



THE LIBRARY OF CONGRESS

WASHINGTON, D.C. 20540

August 25, 1981

PROCESSING SERVICES
CATALOGING DISTRIBUTION SERVICE

NOTICE TO SUBSCRIBERS

The January-September 1980 Supplement to Library of Congress Subject Headings included with this notice omits the asterisks that normally designate entries appearing for the first time. (Please refer to the explanation of the purpose of the asterisks on p. xvii of the Supplement.)

It should be noted that more than the normal three months will pass before you receive the 1980 annual Supplement. This delay is necessary because the annual cumulation will include six months of data instead of the usual three in order to limit the 1981 Supplement to changes that occurred after the catalogs at the Library of Congress were closed and AACR 2 was adopted. The 1980 annual should appear in early spring 1982. The first quarter 1981 Supplement will probably be distributed before the 1980 annual. Please do not claim the 1980 annual until after April 1982.

In order to assess the practice of using asterisks to indicate new matter, please respond to the following two questions by choosing one of three options:

1a. The omission of the asterisks had a serious negative impact on our use of the Supplement.

b. The omission of the asterisks was not critical, but they do serve an important function.

c. The omission of the asterisks made no impact on our use of the Supplement.

2a. We systematically check each incoming Supplement against our card catalog, authority file, or data base.

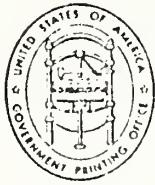
b. We systematically check the list of significant changes in each incoming Supplement against our card catalogs, authority file, or data base, but do not check the list itself unless a question arises in cataloging or filing.

c. We do not systematically check each Supplement when it arrives and refer to the Supplements only when a question arises in cataloging or filing.

Comments:

Mail to:
Chief, Subject Catalog Division
Library of Congress
Washington, D.C. 20540

Your name _____
Title _____
Library _____
Address _____
Telephone _____



United States
Government
Printing Office

Washington, D.C. 20402

ASSISTANT PUBLIC PRINTER
(Superintendent of Documents)

October 1, 1981

Mrs. Patricia E. Klinck
Chairperson
Chief Officers of State Library Agencies
Vermont Department of Libraries
c/o State Office Building Post Office
Montpelier, Vermont 05602

Dear Mrs. Klinck:

In accordance with recommendations by the Depository Library Council to the Public Printer, the U.S. Government Printing Office wishes to inform the Chief Officers of State Library Agencies that it is encouraging the development of State plans for Federal depository libraries in the various states. In this respect, we are asking for your assistance and cooperation. I would appreciate it if you would place this on your agenda for your upcoming meeting in Santa Fe. Depository Library Council members Barbara Weaver and Sandra Faull will both be in attendance at the meeting and will be available to make a report on the Council's recommendations.

The concept of a state plan for Federal documents provision arose from problems that are being suffered by Regional depository libraries in many states, as well as those related to provisions of Title 44 (U.S. Code) which in some ways inhibit needed change. In the two states which have developed draft plans, new mechanisms for resolving many problems have emerged. I expect that problems which can be resolved only by changes in Title 44 can be identified more accurately through development of state plans, while at the same time the states can proceed to improve services in those areas where no legislative change is required.

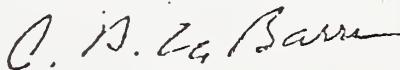
State plans are encouraged by GPO as a modern, and potentially cost-saving, means of improving public access to Government documents, in accordance with the intent of Title 44. I will appreciate COSLA's cooperation in enabling state plans to be generated. I would also encourage states that already have comprehensive plans for statewide library service to include access to Government publications as part of these plans.

I have attached copies of two state plans (Missouri and New Jersey) which are already in process, as well as a general outline of elements that should be addressed in plan development. I would appreciate each state library agency naming a contact person in the state and if you will furnish us these names we will send a copy of this material to each. This person need not be on the staff of the state library agency, but rather should be the person most likely to initiate and carry through a state plan. The contact person in the Government Printing Office will be Daniel R. MacGilvray (Administrative Librarian - phone: (703) 557-3892) and he will be available to provide assistance at any time.

Barbara Weaver (State Librarian, New Jersey State Library - phone: (609) 292-6200), Sandra Faull (Documents Librarian, New Mexico State Library - phone: (505) 827-2033 ext. 22), and Anne Watts (Supervisor, Government Documents, St. Louis Public Library - phone: (314) 241-2288), are Depository Library Council members who are available to answer questions about this concept, and to provide assistance as well.

I appreciate your assistance in this effort. Should you have any questions, please feel free to contact me (phone: (202) 275-3345).

Sincerely,



C. A. LaBARRE
Assistant Public Printer
(Superintendent of Documents)

Enclosures

D

R

A

E

T

NEW JERSEY STATE PLAN FOR FEDERAL DOCUMENTS DEPOSITORY LIBRARY SYSTEM

Revised September 11, 1981

OUTLINE

STATE PLANS (DOCUMENTS) / Elements to be addressed/considered

COLLECTIONS - Responsibility for a complete collection

- current item selections
- retrospective collection development
- disposal
- transfer of material

SERVICE - Services must be related to collections

- on site
- interlibrary loan

BIBLIOGRAPHIC ACCESS - All depositories must have a convenient way to know who has what

COMMUNICATION AMONG STATE PLAN PARTICIPANTS

FINANCIAL RESPONSIBILITY

GOALS

REVIEW AND EVALUATION MECHANISM

SIGNED AGREEMENT AMONG THE PARTICIPANTS

APPROVAL BY STATE LIBRARY AGENCY OR OTHER DESIGNATED BODY

OTHER CONSIDERATIONS

- visits
- training
- publicity
- optional participation by Federal libraries

1

**FINAL STATE PLAN FOR THE COORDINATION OF GPO'S FEDERAL DEPOSITORY PROGRAM
IN MISSOURI**

PART I: INTRODUCTION

Missouri is one of several states in the country not presently served by a regional depository for federal government publications. During the past ten years librarians in the state have worked to establish a regional depository in Missouri. For a variety of reasons none of these Missouri libraries have had the space or staff to assume this responsibility alone. A regional depository continues to be necessary for Missouri. During these years surveys have been taken to determine the specific needs of the libraries in the state. An Interlibrary Loan Directory of Documents Collections was completed and a Union List of Item Numbers Chosen By Missouri Depositories. While these many years of effort have not provided a regional for the state, they have provided the foundation for Missouri's State Plan.

Several librarians whose institutions had been active in Missouri's past regional efforts met shortly after the April, 1981 Depository Library Council meeting. A draft of the Missouri State Plan was developed during the two meetings which this group held. The final State Plan emerged from the meeting of federal depository librarians at the Thomas Jefferson Public Library in Jefferson City on July 16, 1981. Representatives from fifteen different depositories in the state were present at this meeting. After the librarians agreed upon the wording of the State Plan, the librarians present decided that letters of endorsement from each individual depository would be appropriate. These letters and the Missouri State Plan have been completed in the hope that Missouri may soon be able to coordinate the federal depository program in Missouri in a formal manner.

/ PART II: THE PLAN

I. The following libraries agree to receive and retain at least one copy of all government publications made available to depositories under the Depository Library Program either in printed format or microform (except those authorized to be discarded by the Superintendent of Documents):

*University of Missouri at Saint Louis, Thomas Jefferson Library,
St. Louis.*

Southwest Missouri State University Library, Springfield.

II. The following depository libraries agree to provide interlibrary loan and reference services to all libraries:

Southeast Missouri State University, Kent Library, Cape Girardeau.

University of Missouri at Columbia Library, Columbia.

University of Missouri at Columbia, School of Law Library, Columbia.

Central Methodist College, George M. Smiley Library, Fayette.

Westminster College, Reeves Library, Fulton.

Lincoln University, Inman E. Page Library, Jefferson City.

Missouri State Library, Jefferson City.

Missouri Supreme Court Library, Jefferson City.

Missouri Southern State College Library, Joplin.

Kansas City Public Library, Kansas City.

Rockhurst College, Greenlease Library, Kansas City.

University of Missouri at Kansas City, General Library, Kansas City.

University of Missouri at Kansas City, Leon E. Bloch School of Law Library, Kansas City.

*Northeast Missouri State University, Pickler Memorial Library,
Kirksville.*

William Jewell College, Charles F. Curry Library, Liberty.

University of Missouri at Rolla Library, Rolla.

Lindenwood Colleges, Margaret Leggat Butler Library, St. Charles.

Saint Joseph Public Library, St. Joseph.

Maryville College Library, St. Louis.

Saint Louis County Library, St. Louis.

Saint Louis Public Library, St. Louis.

Saint Louis University Law Library, St. Louis.

Saint Louis University, Pius XII Memorial Library, St. Louis.

*University of Missouri at Saint Louis, Thomas Jefferson Library,
St. Louis.*

Washington University, John M. Olin Library, St. Louis.

Washington University, School of Law Library, St. Louis.

Drury College, Walker Library, Springfield.

Southwest Missouri State University Library, Springfield.

Central Missouri State University, Ward Edwards Library, Warrensburg.

III. The Missouri State Library agrees to assist all selective non-Federal libraries in Missouri in the disposal of unwanted Government publications as provided by law. The Missouri State Library will prepare guidelines regarding the manner in which material will be disposed of and the format for exchange lists. In the event that a library wishes to relinquish its depository status, the Missouri State Library will advise the depository regarding the disposal of its publications.

IV. The Depository libraries of Missouri realize the importance of strong retrospective collections of Federal Documents for interlibrary loan and reference services. These libraries will work with the Missouri State Library to assure that strong retrospective collections are maintained throughout the state. The Missouri State Library will coordinate these efforts and may ask that an individual library retain certain publications in order to maintain a strong statewide retrospective collection. Individual depository libraries will provide the Missouri State Library with a list of areas of special interest to them in the further development of their selective retrospective collections. The Missouri union list of documents by item number will assist the Missouri State Library in this task.

The following libraries agree to maintain retrospective collections of Federal documents in their areas of responsibility and to supplement these collections by means of gift, exchange, or purchase:

*Southeast Missouri State University, Kent Library, Cape Girardeau.
University of Missouri at Columbia Library, Columbia.
Westminster College, Reeves Library, Fulton.
Missouri Southern State College Library, Joplin.
University of Missouri at Kansas City, General Library, Kansas City.
Northeast Missouri State University, Pickler Memorial Library,
Kirksville.
University of Missouri at Rolla Library, Rolla.
Lindenwood Colleges, Margaret Leggat Butler Library, St. Charles.
St. Joseph Public Library, St. Joseph.
St. Louis County Library, St. Louis.
St. Louis Public Library, St. Louis.
St. Louis University Law Library, St. Louis.
St. Louis University, Pius XII Memorial Library, St. Louis.
Washington University, John M. Olin Library, St. Louis.
Southwest Missouri State University Library, Springfield.*

V. The Missouri State Library agrees to confer with any new depository in the state and will notify the new depository regarding interlibrary loan, reference assistance, and other services.

VI. The Missouri State Library will make periodic visits to the various depository libraries in the state.

VII. The Missouri State Library, the Documents Committee of the Missouri Library Association, and other documents librarians have participated in a variety of training opportunities in the state. The following libraries agree to give special attention to this activity:

*Southeast Missouri State University, Kent Library, Cape Girardeau.
Central Methodist College, George M. Smiley Library, Fayette.
Lincoln University, Inman E. Page Library, Jefferson City.
Missouri State Library, Jefferson City.
Rockhurst College, Greenlease Library, Kansas City.
Northeast Missouri State University, Pickler Memorial Library,
Kirksville.
William Jewell College, Charles F. Curry Library, Liberty.
University of Missouri at Rolla Library, Rolla.
Lindenwood Colleges, Margaret Leggat Butler Library, St. Charles.
St. Joseph Public Library, St. Joseph.
Maryville College Library, St. Louis.
St. Louis County Library, St. Louis.
St. Louis Public Library, St. Louis.
St. Louis University Law Library, St. Louis.
St. Louis University, Pius XII Memorial Library, St. Louis.
University of Missouri at Saint Louis, Thomas Jefferson Library,
St. Louis.
Drury College, Walker Library, Springfield.
Southwest Missouri State University Library, Springfield.*

VIII. The Missouri State Library, in consultation with the Advisory Committee, will hold at least one meeting a year of all federal depository librarians to review the State Plan and their individual and collective responsibilities under the State Plan and under the law.

IX. The Missouri State Library shall submit to the Superintendent of Documents such reports on the operation of the Missouri State Plan as may be required.

X. An Advisory Committee will be appointed by the State Librarian to serve the period covered by the State Plan. The Committee will consist of a representative from the Missouri State Library and at least four other depository libraries. The Committee will provide recommendations to the State Library regarding collection maintenance, interlibrary loan, training, and other regional responsibilities.

XI. In the event that a library finds it necessary to alter their commitments under the provisions of this plan, at least one year notice of this intention must be given to the State Librarian.

Purpose of Program

The Depository Library System in New Jersey is part of a national Depository Library Program whereby certain libraries are designated to receive and make available to the public copies of Federal documents. The purpose and intent of the program are as follows:

"To help fulfill its responsibility to inform the public on the policies and programs of the Federal government, Congress established the Depository Library Program. This program is based upon three principles: 1) with certain specified exceptions, all government publications shall be made available to depository libraries; 2) depository libraries shall be located in each state and Congressional district in order to make government publications widely available; and 3) these government publications shall be available for the free use of the general public.

Chapter 19 of title 44 of the U.S. Code is the authority for the establishment and operation of the depository program...." *

In New Jersey, 43 libraries are designated as depositories. The Newark Public Library is designated as the Regional Library, serving the entire state.

Need for State Plan

As part of the Depository Library Program, there is a Depository Library Council, which advises the Public Printer on matters relating to the Program. At its Spring 1981 meeting, the Council considered in depth problems that Regional Depository Libraries had identified as being destructive of their ability to serve the public effectively. During the course of the meeting, it became obvious that no single solution would be applicable nationwide.

Accordingly, the Council adopted the following resolution:

"In order to bolster the regional depository libraries' capabilities to serve their state missions and in order to assure that Federal documents are available throughout the United States on an equal and expeditious basis, the

* U.S. Government Printing Office. Government Depository Libraries: The Present Law Governing Designated Depository Libraries. USGPO Rev. 1981.

Depository Library Council recommends that the Public Printer investigate the feasibility of requiring each state to prepare a plan to coordinate the Federal documents depository program within that state. The plan should be developed through consultation with all designated Federal depository libraries within the state and should address all depository responsibilities outlined in the Instructions to Depository Libraries as well as the concerns expressed through the Regional Depository Library Survey presented to the Depository Library Council at the first afternoon session of the Spring 1981 meeting."

Two Council members - Barbara Weaver (New Jersey) and Anne Watts (Missouri) - volunteered to draft plans for their states for presentation to the Council at its Fall 1981 meeting.

Development Process for New Jersey State Plan

In June 1981, Barbara Weaver addressed a meeting of the Government Documents Association of New Jersey (GDANJ), explained the action of the Depository Library Council, and asked for recommendations for involving members of the depository library community in developing a New Jersey plan. There was considerable interest on the part of GDANJ members present. Accordingly, Ms. Weaver invited representatives from each of the designated depository libraries to form a committee and meet with her to work on a draft plan.

The committee met four times between July and September 1981. The goals as developed by the committee appear at the end of this report.

Implementation

In order to assure that as many of the goals as possible receive attention, the State Librarian will formalize the planning committee as the Depository Library Task Force of the New Jersey Statewide Planning Group. This will allow action recommendations to be incorporated into an overall state plan. It also provide an avenue (through the State Library) for changes to take place that are desirable in order to improve delivery of information

and that are not in conflict with present guidelines and regulations of the
national program.

Roles

State Library

The State Library will be responsible, in cooperation with the Regional Library, for coordinating the statewide planning and evaluation activities relating to the depository libraries program and for implementing these activities through the overall state plan for library service in the state.

The State Library will also work with the Regional Library to establish the most efficient means of accessing documents by the libraries in the southern part of the state.

Regional Library

The Newark Public Library, as the Regional Library, will be responsible for cooperating with the State Library in coordinating the statewide planning and evaluation activities relating to the depository libraries program.

The Newark Public Library will continue to be responsible for maintaining public access to a complete collection of all documents provided through the Depository Library Program.

Selective Depositories

Selective depositories will continue to have the same responsibilities as they have under the present system. All selectives should participate in the development and implementation of the plan, and in coordination efforts intended to assure that there is adequate availability of all needed documents without unnecessary duplication.

Coordinating Council

The Coordinating Council will advise the State Library and the Regional Library on matters relating to the depository library program.

GPO

GPO will continue to have the same responsibilities it now has under the present system including procuring and distributing all U.S. government publications, cataloging - OCLC - Monthly Catalog, producing indexing and finding tools, inspection and consultation services, and public education. In addition, GPO should strive to provide an accessible national backup document collection, WATS lines for customer service, and, eventually, on-line access to government data bases.

GOALS

1. Documents should be available to all residents of New Jersey, in shortest possible time, with least amount of cost.
2. A depository library coordinating council for New Jersey should be established with representation to include the Regional Depository Library, the State Library, selective depository libraries, and the public.
3. To assure that a high quality of service to the public is offered by every depository library in the state, there should be adequate provision of [] funding, staffing, and continuing education for depository library personnel.
4. To increase the value and visibility of the depository program, depository libraries should develop information programs and materials that will increase the public's knowledge of the documents and services available through the program.

GOAL AREA NO. 1 - DOCUMENTS DELIVERY

Service Goals

1. Patron should expect documents reference to be available at all hours that the Depository Library's usual reference service is available.
 - a. All reference librarians should be knowledgeable of the documents collection.
 - b. Provide appropriate reference tools to access the depository's documents collection.
 - c. Equal reference service to all users of depository collections.
 - d. Depository should aid non-depository libraries in the locale by providing reference and information for their patrons.
2. The depository collection should be accessible at all hours that the other collections are accessible.
3. Patron should expect document location information at least on a par with normal reference services offered at the holding library, not to exceed one day.
4. Patron should expect an efficient delivery system.
5. Interlibrary services should be equal or superior to existing non-documents interlibrary services.

Library Responsibility

1. Regional depository system to be reinforced to insure holdings in New Jersey, at Newark Public Library, with State funding increased to supplement

existing reference referral system and provide for increased storage facilities and necessary hardware.

2. Selectives to seek local locations by using GPO-generated union list prior to making referral to regional.
3. To serve the Nation, interstate service should be satisfied through a two-step process: (1) the libraries within state boundaries should first attempt to locate documents within their own state and/or at their own Regional Depository; and (2) if it has been determined that the state does not have a copy, contact should be made with the Regional Depositories within their larger geographic district (New England Region, Midlantic Region, etc.)

The System Implementation

1. Fiche
 - a. Diazo duplication
 - b. 1st class delivery via U.S. Mail
 - c. Cost reimbursement by requesting library
2. Paper
 - a. Use existing I.L.L. system
 - b. Local-state truck delivery system(s)
 - c. Patron referral to holding library for in-house use; referring librarian to call ahead and document to be held minimum of one week.

Needs

1. GPO should issue an item union list listing selectives getting each item; should be quarterly. Item to be used to speed referral. GPO should make this union list available free to depositories and on subscription basis

through the Sales Program to other libraries.

2. GPO should install an In-WATS line for the use of depository libraries needing information on publications and services.
3. Depository libraries should have telephone directory listings for their libraries that identify government documents as one of the services available to the public.
4. Telefacsimile systems should be installed in NPL and NJSL for instant transfer of paper copy from north to south NJ (and vice versa). Document would then be retained in requesting library to increase its holdings for its district.
5. NPL and NJSL should have Paper-to-Microform services to facilitate I.L.L. services and document dissemination.
6. Adequate central storage facilities for little-used items must be provided to ease the space problem in individual libraries and the Regional, and to insure that at least one copy of every document is guaranteed to be in the state.

GOAL AREA NO. 2 - COLLECTION DEVELOPMENT

1. A collection development committee shall be established within the Coordinating Council to assist depository libraries in their selection and retention policies.
 - a. The Regional Library will continue to maintain a complete collection of all items distributed through the Depository Library Program. However,

material which is readily available may be transferred or withdrawn, if it is incomplete, in poor condition, or little used. Withdrawal or transfer of material received since the library became the regional depository and not readily available elsewhere in Newark should have the approval of the Coordinating Council and should be accompanied by an attempt to notify all public, college and university libraries in the state, and other libraries as deemed practical.

- b. Each library will submit a detailed profile of its holdings and its user communities to facilitate the committee's recommendations.
2. The withdrawal process should be simplified.
 - a. The regional will provide a wants list.
 - b. Include needs and wants list in a newsletter.
 - c. Regional shall continue to provide guidelines for withdrawal lists.
3. Libraries shall be encouraged to form and join regional groups for collection coordination.
4. Current listing of depository library selections shall be made available and updated regularly to all depository libraries.
5. Consider development of a retrospective listing of depository library selections.
6. Encourage depository libraries to submit their journal holdings to the NJULS.
7. Publish public union list of commercially produced finding aids and their corresponding collections.

8. Encourage formation of super-regionals. See Documents Delivery Library Responsibility No. 3.

GOAL AREA NO. 3 - CONTINUING EDUCATION

There should be an ongoing program of continuing education for depository and nondepository libraries to improve the librarians' ability to provide the services called for in the state plan. This program should include:

1. Consultative service: Advice and assistance provided by the regional library, the State Library and other members of the depository system.
2. Cooperation with professional organizations, e.g. GDANJ, NJLA, SLA, etc., and with Rutgers University School of Library Service.
3. Statewide coordination/information exchange on workshops and programs relating to federal documents through a professional newsletter.
4. Insure the development and presentation of programs relating to federal documents and their use for depository and nondepository libraries.

GOAL AREA NO. 4 - PUBLIC RELATIONS

To increase awareness of depositories and documents

1. Selectives should establish PR and communications ties with nondepositories in their locale, by such means as a newsletter, and outreach and educational programs.
2. Develop public awareness programs to include such things as:

-Newsletter	-Radio Spots
-Yellow Pages listings	-Exhibits (inside and outside library)
-Cable TV	

GOAL AREA NO. 5 - STAFFING

Guidelines should be developed which would provide adequate staff in relationship to the collection.

GOAL AREA NO. 6 - FINANCE

1. Federal Government should continue full funding of document distribution to depository libraries.
2. Depository libraries should accept responsibility for funding:
 - a. Salaries of staff to provide service for their depository collections.
 - b. Purchase of equipment to store and use depository documents in hard copy and microform, e.g. Reader/Printers, cabinets, shelving, etc.
3. Depository libraries should accept responsibility for funding staff participation in the New Jersey Depository System Plan, e.g. consultative services, governing body, newsletter staff, etc.
4. All libraries should accept responsibility for providing release time for staff participation in documents workshops, training, etc.
5. There should be state funding of:
 - a. A statewide truck delivery service for documents, I.L.L. as well as other I.L.L., etc.
 - b. Equipment to support document I.L.L. service, e.g. fiche-to-fiche duplicators.
6. There should be state aid to support permanent document storage within New Jersey at the regional or other designated locations.
7. There should be state funding for consultative services conducted by NPL or NJSL as part of the New Jersey State Plan.

